



Job Opportunity

State Controller's Office

Position: Payroll Specialist

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th floor, Sacramento, CA 95814

Issue Date: August 18, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Greg Garrett, (916) 322-6511

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1311-096

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close supervision, of the Payroll Operations Supervisor, the incumbent is responsible for auditing and processing Disability Payroll Transactions. All documentation must be in compliance with established state and federal laws, rules, policies, procedures, practices and collective bargaining contract provisions. This position accommodates the trainee through the advanced journey level of the Payroll Specialist series, and over time, the incumbent may progressively advance to higher levels in this deep class.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties will include, but not be limited to the following:

- Review, prioritize and audit documentation for creating payroll transactions, which includes uploading payroll transactions through personal computer applications.
- Review, research and resolve history summaries/abstracts and payment history records, computer generated error messages, microfiche and Internet accessed records.
- Send correspondence to the agencies/campuses regarding documentation and/or payroll irregularities.
- Answer incoming telephone calls regarding various payroll inquiries.

Desirable Qualifications:

- Ability to work independently with minimal supervision.
- Excellent customer service and interpersonal skills.
- Punctual and dependable.
- Flexible, adjust to priority changes and capable of meeting daily deadlines.
- Ability to follow directions.
- Ability to apply state and federal laws, rules, policies and procedures.
- Personal computer skills, including Word and Excel.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall, 9th floor

Sacramento, CA 95814

Attn: Greg Garrett



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